DeJUR
GRUNDIG

HOW TO USE THE Stenorette

TABLE OF CONTENTS

	PAGE
DIAGRAM OF STENORETTE	3
DICTATION	4
TRANSCRIPTION	8
CONFERENCE RECORDING	12
RECORDING IN AUTOMOBILE	12
TELEPHONE RECORDING	13
ACCESSORIES	14

ONLY DeJUR-GRUNDIG STENORETTE CARRIES THE FIRE UNDERWRITERS' LABORATORIES' LABEL, YOUR GUARANTEE OF THE HIGHEST SAFETY STANDARDS.

INTRODUCTION

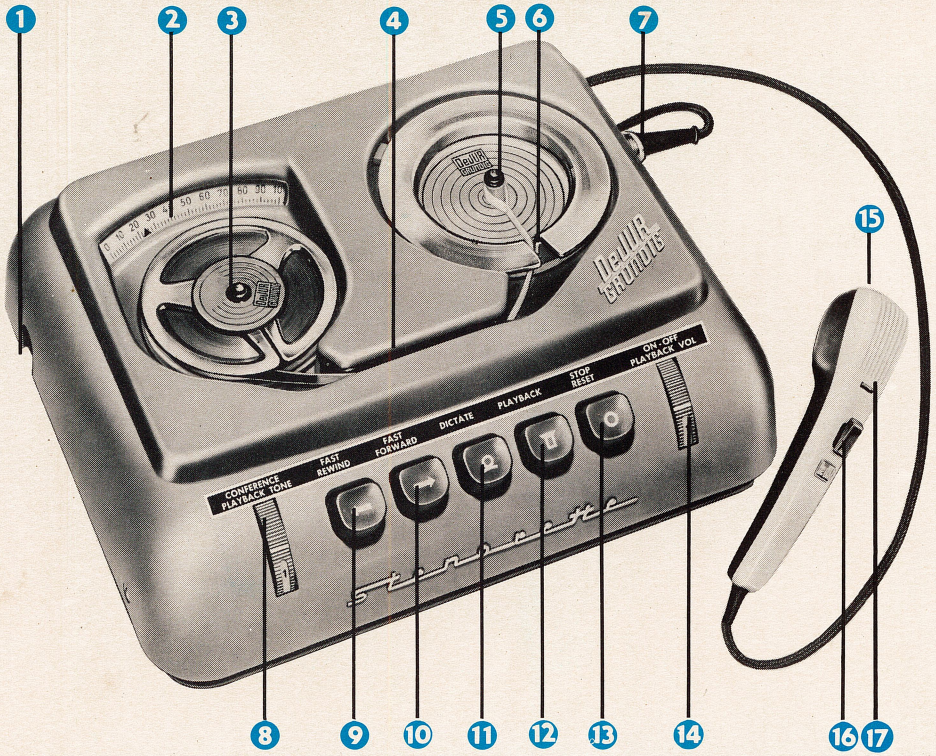
YOUR STENORETTE
uses magnetic tape which can be used over and over again for an indefinite period with no perceptible loss of fidelity. The quality of recording and reproduction remains constant. Each magnetic tape used in the Stenorette will give you up to 45 minutes of recording time.

A. Your Stenorette dictating machine is equipped with the following:
1. *Microphone-speaker combination.*
2. *Reel of magnetic tape.*
3. *Log Pad.*
4. *Dust Cover.*

B. Your Stenorette transcribing machine is equipped with the following:
1. *Your choice of foot control or typewriter control.*
2. *Dust Cover.*
3. *Earphone and Earloop.*

Stenorette is:—small in size: 11 ½" x 9 ½" x 4 ¼"
light in weight: 11 lbs., 10 oz.
rugged and shockproof, ready to give you a lifetime of service.

Transcription accessories listed above must be purchased separately if a single Stenorette machine is to be used for both dictation and transcription.



1. Remote control outlet for: Typewriter or Foot Control plugs
2. Progress Scale
3. Rewind Spindle (left)
4. Slotted opening between reel beds
5. Right Spindle
6. Retaining Reel Slit
7. Remote control outlet for: Microphone, Earphone or Telephone Adapter plugs
8. Left Dial — Automatic Recording Level Control and/or Playback Tone Control
9. Rewind
10. Fast-Forward
11. Record
12. Listen
13. Stop
14. Right Dial — On-Off Power Switch, Playback Volume Control
15. Microphone-Speaker Combination
16. Operating Button
17. Record Signal Light

To erase tape for re-use when transcription is completed, press "Rewind" Button (9) and the red "Record" Button (11) *simultaneously*. The rewound tape will then be completely erased.

TO USE YOUR Stenorette® FOR DICTATION . . .

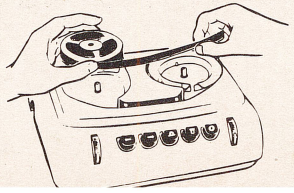
GETTING STARTED

Plug power cord at back of Stenorette into 110 volt AC outlet. Plug microphone into receptacle at the right side rear of the Stenorette. Turn gently till prongs are in proper position, then push in.

Push "Stop" ◎ Button before loading tape. This will allow tape to pass through the slot between reel beds. Unwind about 12 inches of tape. Hold reel, label up, between thumb and middle finger of left hand. Right hand holds looped leader (Ill. 1). Place reel (label up) on left spindle. Turn until it drops. Pull tape through slot between reel beds. Pass tape through retaining reel slit and place loop over right spindle (Ill. 2).

The right hand dial is the "ON-OFF" Power Switch and "Playback Volume" Control. By turning dial upward until it clicks, the Stenorette is turned on. The "Progress" Scale will light up. The dial is numbered from 1 to 9. Turning the dial to a higher number will increase playback volume.

The left hand dial is the automatic "Recording Level Volume" Control. When the white letter C is in the center position, the Stenorette records conferences, interviews, meetings, etc., where the microphone is not in the immediate vicinity of the person(s) talking. By turning dial upward beyond the audible click, the Stenorette can be used for individual dictation. The numbers which now appear do not affect the recording operation. They control the tonal qualities on the playback only.



Ill. 1

Ill. 2

On the Front Panel are Your Easy-To-See and Easy-To-Use Controls:

REWIND FAST-FORWARD DICTATE LISTEN STOP

Ill. 3

DICTATING ON YOUR STENORETTE

1. Connect your Microphone as described in "Getting Started."
2. Press the "Dictate" Ⓓ Button on your Stenorette. Red pilot on microphone will light up. Microphone and Stenorette are now ready for dictation.
3. Place your thumb on "Operating" Button of Microphone and press in. This sets the tape in motion and dictating can begin. To stop, simply release the pressure on "Operating" Button.
4. For continuous recording, press "Operating" Button in and push forward.
5. For Automatic Review of previously dictated matter press "Operating" Button *in* and move *back*.

REVIEWING WHAT YOU HAVE DICTATED

Automatic Review affords instantaneous playback by remote control. If directions (Paragraph 5) are followed properly, the machine automatically backspaces a given distance, reverses itself, automatically switches to playback position and repeats what is on the tape at that point. The instant the machine is stopped and the "Operating" Button is pressed in or forward your Stenorette automatically returns to record position and whatever you dictate, thereafter, is recorded.

For Instance:

To make an immediate correction, repeat action in last paragraph. Listening to the repeated phrase or sentence, stop at the point you wish corrected by releasing pressure on "Operating" Button. Simply re-record over the area to be corrected. You have, in this exclusive feature, an Automatic Eraser.

•

Example: John Doe, 123 Main Street, Rochester, New York, should have been Syracuse, New York. To make the correction proceed as follows: 1) Move "Operating" Button to Review Position. Stenorette will repeat "John Doe," etc. 2) After "Main Street" return "Operating" Button to neutral. This will stop the machine *and* automatically switch the machine to Record position. 3) Press "Operating" Button and dictate your correction — "Syracuse, New York." This procedure will automatically erase "Rochester, New York."

USE OF PROGRESS SCALE AND LOG PAD

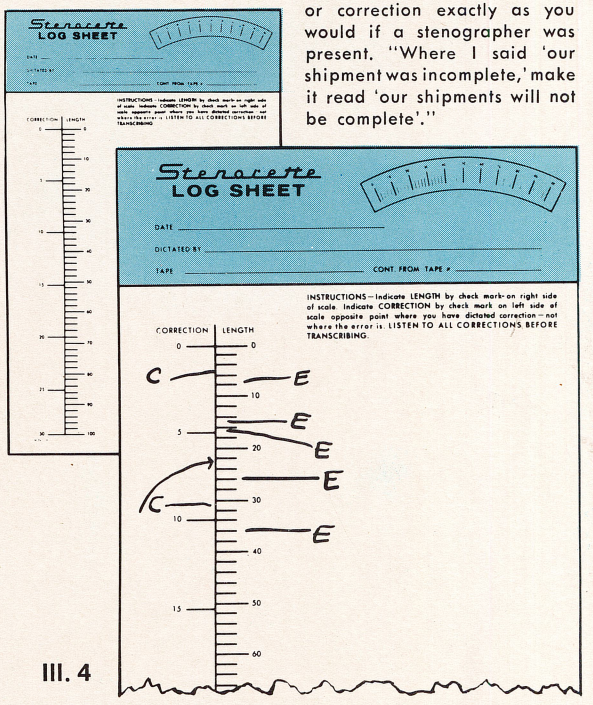
Upon completion of a unit of dictation (letter, memo, etc.) indicate its length on your log pad by drawing a line TO THE RIGHT of the number corresponding to the position of the red marker on your Progress Scale. Example; if your first unit ended at #8, draw line to the right of #8 on log pad and mark an "E" signifying end of dictation (See Ill. 4).

When a change or correction is needed and when it is not practical to use the automatic microphone erasing feature, indicate on your log pad by drawing a line TO THE LEFT of the number corresponding to the point on the Progress Scale *where the correction is made*.

Corrections or changes can be made at any time within the letter being dictated or after a letter has been dictated. Make your change or correction wherever you are and indicate with arrow (see Ill. 4) the place where the change or the correction applied.

TRANSCRIBING: Judging the length of a letter.

Remove log sheet and related correspondence from transport folder. The number of lines in a letter will vary with individuals dictating. Use a general rule of 5 lines of typing for each unit of recording on the Progress Scale (see Ill. 4). With a little experience, you will be able to judge a letter's length with accuracy.



Ill. 4

Example: After marking your correction with the letter "C" (See Ill. 4), dictate the change or correction exactly as you would if a stenographer was present. "Where I said 'our shipment was incomplete,' make it read 'our shipments will not be complete'."

TO LISTEN TO, OR PLAYBACK, PREVIOUSLY RECORDED DICTATION

To playback your recordings, rewind tape by pressing "Rewind" ⬅ Button which will automatically return the tape to the desired position as indicated by the pointer on the Progress Scale. To stop at that position, press "Stop" ◎ Button. Now press "Listen" ◘ Button and press microphone button. This will reproduce your previously recorded dictation. For continuous playback, press your microphone button in and up.

To return to your original position, hold "Fast-Forward" ➡ Button down until pointer on Progress Scale reaches it. Then release pressure on "Fast-Forward" ➡ button.

To remove tape from machine, press rewind button. Tape is stopped by leader. Press "Stop" ◎ button. Lift loop off right spindle, lift reel from left spindle and wind excess tape on reel. Place reel and log sheet properly identified in the transport folder's pocket. Place related correspondence or other material in the folder. Pass folder on for transcription.

DICTATION HINTS

Organize your material before dictation.

Omit the address when related correspondence accompanies your dictated reply. It saves time.

Dictate special instructions before start of each letter (number of carbons; special treatment of letter or envelope; personal-confidential; etc.)

Speak in your normal tone—fast or slow, but clearly. Spell out unusual names, difficult words. Express yourself naturally. Your Stenorette offers you the opportunity to be yourself.

Place correspondence in the folder in same order as dictated. When an idea strikes, when new or additional information is made available, dictate it to your Stenorette while it is fresh in your mind. This habit is a profitable one.

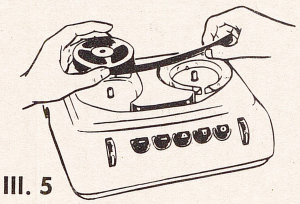
Occasionally, listen to your dictation critically. It will help your writing and speaking.

TO USE YOUR Stenorette® FOR TRANSCRIPTION . . .

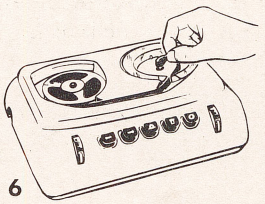
Plug power cord at back of Stenorette into 110 volt AC outlet.

Before loading tape, press "Stop" ◎ Button. This will allow tape to pass through slot between reel beds.

Remove reel of tape, log sheet and related correspondence from transport folder. Unwind about 12 inches of tape. Hold reel, label up, between thumb and middle finger of left hand. Right hand holds looped leader (Ill. 5). Place reel (label up) on left spindle, rotate until it drops. Draw tape through slot between reel beds. Pass tape through retaining reel slit and place loop over right spindle (Ill. 6).



Ill. 5



Ill. 6

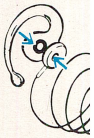
Plug Foot — or Typewriter — Control in outlet at left side rear of Stenorette. Turn gently till prongs are in position, then push in.

Plug earphone in outlet at the right side of Stenorette. Turn till prongs are in position and push in. Snap the speaker end of the earphone on the outside of the selected listening device (see Ill. 7 or 8).

The Miniature Ear Loop is flexible — it can be used on either ear. Snap the speaker end of the earphone on the outside left of the Ear Loop for the left ear . . . the outside right for the right ear. Loop fits over the top of the ear.

Use the Stetho Clip where room noise is loud and distracting. Snap earphone to the junction of the Stetho Clip arms. Spread Stetho Clip arms and place ear tip inside ear. It is not necessary to push ear tips deep into the ears. Volume and tone are controlled by your dials.

Turn on power by turning on-off dial upward and press "Listen" ◫ Button.

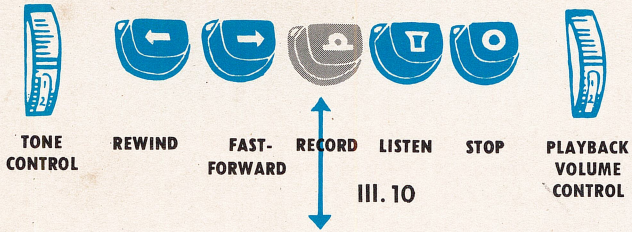


Ill. 7

Ill. 8

Ill. 9

On the Front Panel are Your Easy-To-See and Easy-To-Use Controls:



Ill. 10

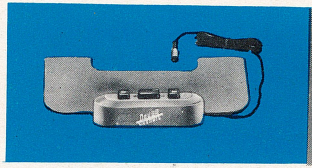
IMPORTANT: NEVER USE "RECORD" BUTTON DURING TRANSCRIPTIONS — IT WILL ERASE THE RECORDING

The dial on the right is your "ON-OFF" Power Switch as well as the "Playback Volume Control". By moving dial up until it clicks, the Stenorette is turned on, and the Progress Scale is lit. This dial has numbers from 1 to 9. Turning the dial to a higher number will turn up the volume.

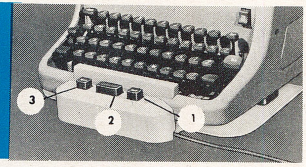
The dial on the left is the "Tone Control". Move dial upward beyond audible click. The dial is numbered for your convenience. Moving the dial to a higher number will make the voice sound higher and more distinct.

IF YOU ARE USING A TYPEWRITER CONTROL

This unit fits directly in front of the space bar of any standard office typewriter. Place typewriter as shown (Ill. 12) on top of base plate. If the control keys are too high, insert felt pad between your typewriter and base plate. Connect typewriter control to remote control outlet on left side of Stenorette. Press "Listen" (LISTEN) Button.



Ill. 11



Ill. 12

CAUTION:

Do not press DICTATE Button at any time while you're transcribing.

Adjust Earpiece and Earloop for comfortable listening.

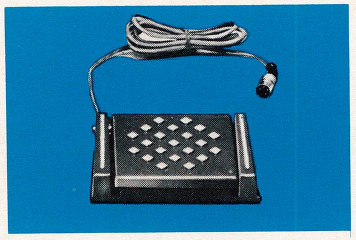
The Typewriter Control has 3 keys (see Ill. 12).

1. Right Key — Start — Tape goes forward
2. Center Key — Stop
3. Automatic Back-Spacer—Reverses direction of tape momentarily—repeating a measured number of words.

To start, press right key (1) with thumb of right hand. To stop, press center key (2). If interrupted or if something heard is not understood, press left key all the way (3). If will backspace a measured number of words. Listen to the repeated recording. Press center key (2) to stop. Type what you have heard and resume transcription.

IF YOU ARE USING A FOOT CONTROL

This unit rests on the floor beneath your typing stand and should be placed within easy reach of your toe.



Ill. 13

Connect Foot Control to Remote Control outlet on left side of Stenorette.

Press "Listen" (1) Button.

CAUTION:

Do not press "Dictate" (2) Button at any time while you're transcribing.

Adjust Earpiece and Earloop for comfortable listening.

Press lightly with your toe on footpedal to start. Release pressure to stop. For backspace and review press *all the way down* on footpedal.

•

TO OBTAIN BEST TRANSCRIPTION RESULTS:

Listen to a sentence, a part of a sentence, a phrase . . . something easy to remember. Stop — type what you've heard. Repeat this operation — "listen — stop — then type" until you have completed a unit of recording (letter, memo, etc.). You are not expected to continuously type directly from a transcribing machine. You must "listen — stop — then type."

•

CORRECTIONS AND CHANGES

Corrections and changes take several forms. They range from simple to complex. Where a correction is indicated in a unit of recording, *listen first before transcribing*. (It will save you time and exasperation). Make a written or a mental notation on the correction. Return to the beginning of the unit of recording and transcribe. When you reach the proper place insert the correction or change (Ill. 14).

When you have completed your transcription, unplug your earphones, press "Rewind" Button and "Record" Button *simultaneously*. Tape will rewind and erase itself at the same time. When tape is fully rewound it will come to a halt. *Press* "Stop" ◎ Button. Remove loop from right spindle. Lift reel from left spindle and wind excess tape on reel.

Place reel and log sheet in transport folder's pocket. Place transcribed letters, memos, etc., ready for signature in folder and return to original source.

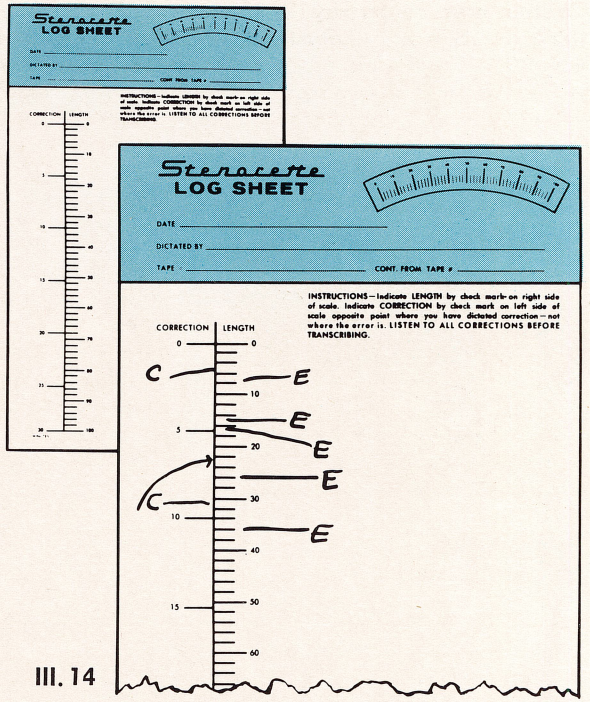
•

Example: Letter ends at "8" on Progress Scale. Number of lines approximately 40. Correction is indicated at "6". To listen to correction, hold "Fast-Forward" ➡ Button down until indicator on Progress Scale reaches "6"... then release. Press "Listen" Button. Press and hold down pedal of Foot-Control — or press down right key of Typewriter-Control. LISTEN — note correction. Press "Rewind" ⬅ Button to return to original position. Stop. Resume transcription.

•

TRANSCRIPTION HINTS

Always include attachments, enclosures and specified number of copies. Return "rush" material as soon as transcribed.


Stenocette
LOG SHEET
DATE
DICTATED BY
TAPE
CONT. FROM TAPE #
INSTRUCTIONS—Indicate LENGTH by check mark on right side of scale. Indicate CORRECTION by check mark on left side at scale opposite point where you have dictated correction - not where the error is. LISTEN TO ALL CORRECTIONS BEFORE TRANSCRIBING.
CORRECTION
LENGTH
C
E

III. 14

TO USE YOUR Stenorette® FOR

RECORDING CONFERENCE, INTERVIEWS, MEETINGS, ETC.

To be most effective, conferences, interviews, meetings, etc., should be recorded in a relatively quiet place. Carpeted floors, drapes and other sound-absorbing material are aids to better recording. Microphone will pick up for a distance of approx. 15 feet.

BE CERTAIN YOUR AUTOMATIC "RECORDING LEVEL VOLUME" CONTROL DIAL ON LEFT SIDE OF MACHINE IS IN THE PROPER POSITION . . . WITH THE WHITE LETTER (C) SHOWING.

YOU CAN GO ANYWHERE WITH YOUR Stenorette®

Your Stenorette has been especially designed to operate wherever you go. Compact, lightweight, and enclosed in its attractive carrying case, it is easily portable.

Most airlines and railroads have AC current available. The current supplied by your car's battery can easily be converted to the correct voltage by the Stenorette Auto Inverter, DS-531. In a plane, on a train, in your car, in your hotel room, in your home, use your Stenorette . . . ANYWHERE!

INSURED MAINTENANCE PLAN

You undoubtedly took advantage of our Insured Maintenance Agreement at the time you purchased your Stenorette. If for some reason this important service feature was overlooked, contact your Stenorette Sales Office local dealer. Insured Maintenance Plan will pay for itself many times over and will add years to the life of your Stenorette.

EVERYDAY CARE OF THE Stenorette®

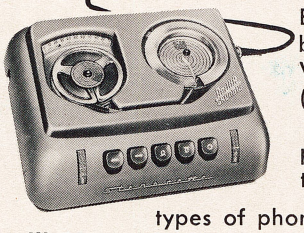
Cover your Stenorette with the dust cover provided when you are not using the machine. Always hold plug's metal cover when plugging or unplugging accessories or machine. Never yank the cord

TO USE YOUR Stenorette® FOR TWO-WAY TELEPHONE RECORDING

A Telephone Adapter, #DS243S, for recording both ends of a telephone conversation, is available. No physical connection to your telephone is necessary.

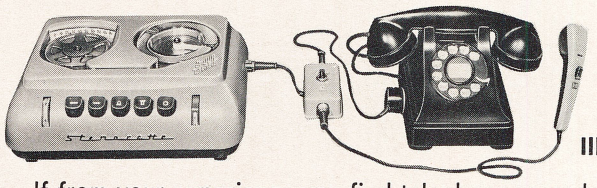
This adapter is attached to your phone by a rubber suction pad. To record conversations, connect adapter plug to right side of Stenorette (in same manner as the microphone and listening device). Press "Record" ⏺ Button. If the incoming call is weak, it will be better to set your Recording Level Volume Control to the white letter "C" (Conference position).

For most "bell in base" handsets, phone adapters should be attached to the base as illustrated (Ill. 16). For other types of phones, proceed as follows: Record several minutes of dictation into your Stenorette. Remove Microphone Speaker and plug in Phone Adapter. Remove phone from cradle and dial single digit to eliminate dial tone. Rewind to starting point.



Ill. 15

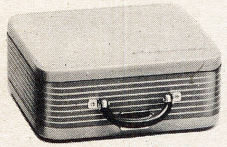
Press "Listen" ⏻ Button. With your Stenorette playing back, listen for the message through the earpiece of your phone and at the same time move phone adapter from one section of your phone to another until you determine the spot where you hear best. On some phones it may be necessary to attach suction cup to handset of phone rather than the base.



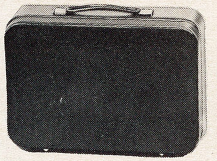
Ill. 16

If from your experience you find telephone recordings frequent and unexpected, we suggest the use of the Interconnect Switch Box #DS-533. This practical accessory permits you to switch instantly from microphone to telephone recording without making new connections or changing plugs (See Ill. 16).

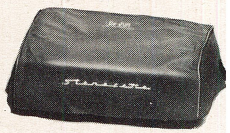
Stenorette®
ACCESSORIES



CARRYING CASE #DS-500
Molded wood with attractive fabric covering.



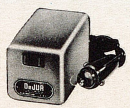
CARRYING CASE #DS-552
Simulated leather case. Has room for all accessories. Convenient for travelling in automobile, plane, train.



DUST COVER #DS-548
Plasticized nylon of matchi
color. Wear-resistant.

TELEPHONE ADAPTER #DS-243S
For recording two-way telephone conversations. Includes induction coil with rubber suction pad for attachment cord and plug.

DeJUR STENORETTE STAND (DS-600)
Custom designed stand made especially for users of the Stenorette. Large ball-bearing rubber tire casters roll easily across thickest carpets. Metal bracket holds microphone when machine is not in use.

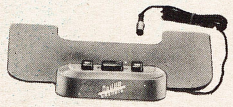


12 VOLT INVERTER, AUTOMOBILE CURRENT #DS-531
Converts 12 volt DC automobile battery current into 110 volt, 60 cycle AC current. Stenorette will run continuously for hours without draining battery.
Also comes in **6 VOLT SIZE #DS-530**

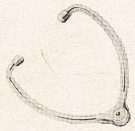
LOG PAD #DS-546
Fifty padded sheets designed for use with the Progress Scale. Provides for indicating length of letters, corrections, number of copies and other needed information.

MAGNETIC TAPE #DS-540
May be reused indefinite
without loss of recording a
reproduction quality. FULL
MINUTES OF RECORDING C
EACH TAPE.

MAILING CARTON #DS-5
Mail tested, light weight a
self-addressing.



TYPEWRITER CONTROL #DS-525
Complete with base plate, cord and plug. Three-key control bar for instant start-stop and back-



STETHO-CLIP #DS-512
Extremely light and flexible. Eliminates room noise.

EARPHONE #DS-505 AND EAR-LOOP
Reproducing unit cable and connector. Used with either Ear-Loop or Stetho-Clip.

MICROPHONE-SPEAKER COMBINATION #DS-503
Compact and light for easy, palm-fitting operation. Has adjustable chrome legs for con-

TRANSPORT FOLDER #DS-5
For convenient assembly a
transport of tape, log she
and correspondence betwe

INTERCONNECT SWITCH BOX #DS-533
For frequent telephone recordings. Permits instant switching from microphone recording to telephone recording. Includes switching station, cord and plug.

FOOT CONTROL (DS-521)
Provides instant start-stop and back-spacing through foot pressure; leaves hands completely free. Complete with cord and plug.

DELUXE EXECUTIVE CARRYING CASE #DS-550
Genuine leather. Velvet covered sponge rubber interior.

Dear Stenorette User:

The Stenorette embodies the most advanced design in automatic dictating machines. It contains foolproof, self-regulating features and advantages not found in any other model of dictating equipment. The many new automatic conveniences that you will enjoy in the Stenorette will give you a new flexibility and a new freedom to get more work done . . . in less time . . . with less effort.

The Stenorette is a fine, high-precision instrument. It has been engineered and built to give you years of trouble-free operation.

The Stenorette is constructed of the finest and most durable mechanical and electronic parts to assure long-lasting performance. It has been especially designed to *operate wherever you go!* Keep it protected from dust and excessive moisture. It will take only a few minutes to carefully read the instructions in this book. Follow these recommendations and you are guaranteed a lifetime of happy use.

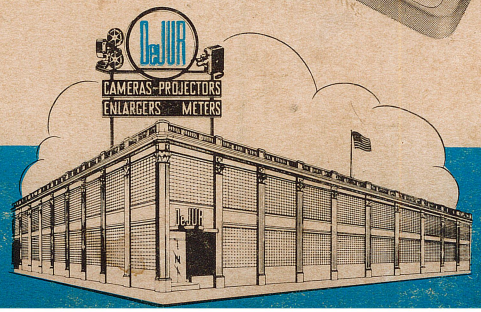
Very truly yours,
DeJUR-AMSCO CORPORATION

Ralph A. DeJur
President

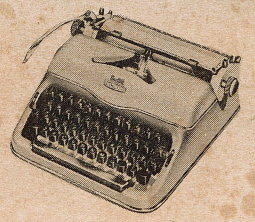
Exclusive!

"WIRED FOR SOUND"

as optional equipment. Only the DeJUR-Triumph offers you "Wired for Sound" that permits operation of the DeJUR-Grundig Stenorette dictating machine directly from the typwriter keyboard.

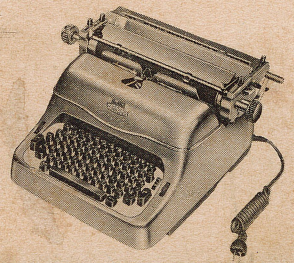


In speed...in touch...in range of performance DeJUR-Triumph Typewriters are expressly designed to surpass all others!



PORTABLE: Meet the brand-new portable designed to please your taste *and* your budget! DeJUR-TRIUMPH combines exceptional light weight with all the *big typewriter* features.

STANDARD: No other standard typewriter comes even close to this kind of *lightning* response and *feather* touch. DeJUR-TRIUMPH's spring-steel action gives you clean, even typing from beginning to end.



ELECTRIC: If you're the kind of boss who asks for—and gets—nothing short of a secretary's best, obviously the DeJUR-TRIUMPH electric typewriter is destined for your office. It is an investment that pays off *now* and for a *lifetime* of letters to come!

DeJUR-AMSCO CORPORATION

BUSINESS EQUIPMENT DIVISION

45-01 Northern Blvd., Long Island City